



Department of Planning and Zoning

149 Church Street, City Hall

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www.burlingtonvt.gov/pz

Sign Application Checklist

Use this checklist for all applications for fixed signs such as parallel, projecting and freestanding signs located on private property - See Sec. 3.2.2 of the Zoning Ordinance. Please complete page two of this checklist with the size and detail of the proposed sign. Use the generic application form for this permit process.

For sandwich board signs to be located on Public Right of Way, please contact the Department of Public Works.

In order for your application to be considered complete, the following information **must** be provided, as applicable:

- ☐ A completed application form signed by the property owner;
- ☐ Complete page two of this checklist;
- ☐ The application fee in cash or check (no cards). Checks to be made out to the 'City of Burlington'; being:
 1. \$10 filing fee; and
 2. \$80 per sign.(There will also be a fee to request the Final Certificate of Occupancy when the project is complete);
- ☐ Photographs of the building or site where the sign is proposed;
- ☐ A scaled rendering of the proposed sign indicating its dimensions in square inches or feet (length, width, height), and all materials and colors used;
- ☐ Applications involving freestanding signs shall include a scaled site plan indicating the location of all existing and proposed signs on the lot and all setbacks in feet from the property lines and/or rights-of-way;
- ☐ Applications involving parallel and projecting signs shall include a scaled building elevation indicating the location of all existing and proposed signs on the building face and the frontage dedicated to the establishment in linear feet;
- ☐ Where applicable, the type and method of illumination (i.e. external, internal, or backlit), including specification sheets from the manufacturer of the fixture style, placement, and bulb wattage and type;
- ☐ The total square footage of all existing signs for the establishment.

The approval process takes a minimum of three weeks and depending on the time of year may be more. Please allow yourself ample time.

In addition to your sign permit, a different zoning permit and/or building permit may be required. Please inform this office of any proposed change of use or exterior modifications to your building as a different permit may be required.

Contact the Department of Public Works at 802-863-9094 to inquire about a building permit.

Check All that Apply, Specify Number and Sizes:

Type: ☐ Freestanding #_____ ☐ Parallel #_____ ☐ Projecting #_____ ☐ Window #_____

Illumination: ☐ None #_____ ☐ External #_____ ☐ Internal #_____

Materials: ☐ Metal ☐ Neon ☐ Plastic ☐ Wood ☐ Other:_____

Building: Length of Building Frontage Devoted to your Business = _____ ft.

Sign A: Length = _____ in. Height = _____ in.

Area = _____ square feet. Height to top of sign = _____ ft.

Sign B: Length = _____ in. Height = _____ in.

Area = _____ square feet. Height to top of sign = _____ ft.

Sign C: Length = _____ in. Height = _____ in.

Area = _____ square feet. Height to top of sign = _____ ft.

How many existing signs on the building or property are associated with your business? _____

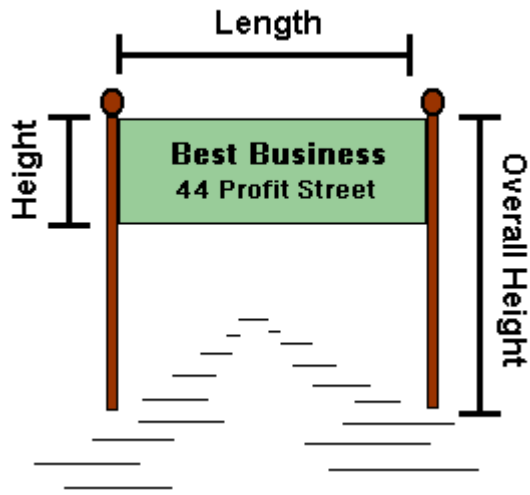
How many existing signs are being replaced? _____

Total Cost of Proposed Sign(s): \$_____

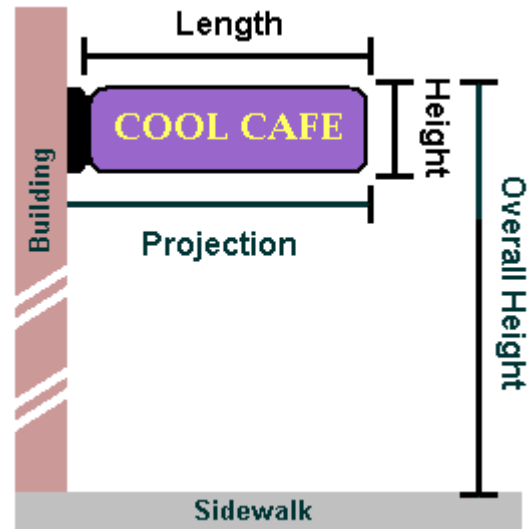
Size of each existing sign: _____

Proposed Signage Use: ☐ Retail ☐ Restaurant ☐ Office
☐ Home Occupation ☐ Other _____

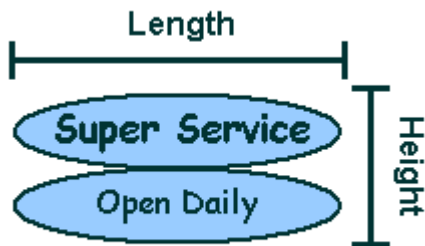
Helpful Information Required Measurements for Signs



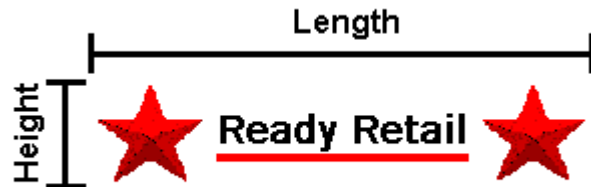
FREESTANDING SIGN



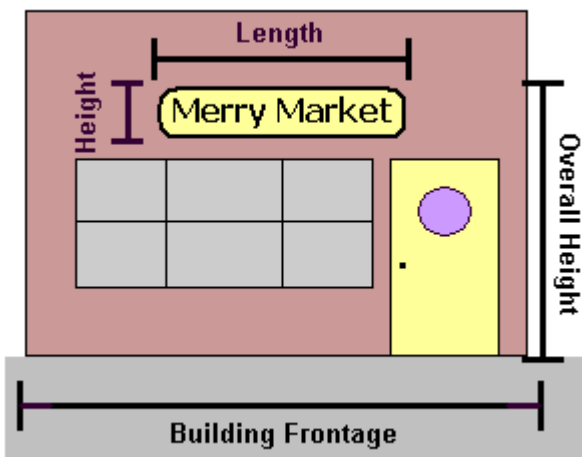
PROJECTING SIGN



PARALLEL OR WINDOW SIGN



LETTERING AND SYMBOLS



BUILDING FRONTAGE
AND PARALLEL SIGN

- None
- External (light from outside)
- Internal (light from inside)

ILLUMINATION TYPES

EXCERPT FROM THE COMPREHENSIVE DEVELOPMENT ORDINANCE

Sec. 7.2.1 Regulation by District

Signs shall be permitted in each district as specified in Table 7.2.1 -1 below and as further regulated by the provisions of this Part. Where other provisions in this Article are more restrictive than Table 7.2.1 -1, the more restrictive provisions shall apply.

Table 7.2.1-1: Sign Regulation Summary

<u>Table 7.2.1-1: Sign Regulation Summary</u>				
		Zoning District⁴		
Sign Type	Dimensional Requirements	All RCO, Residential, and Institutional Districts	All Mixed Use Districts	All Enterprise Districts
Parallel	Size	20-sf	2-sf ¹	2-sf ¹
	Maximum Height	14-ft ²	14-ft ²	14-ft ²
	Illumination	No	Yes	No
Projecting	Size	4-sf	4-sf	4-sf
	Maximum Height	12-ft ²	14-ft	14-ft
	Illumination	No	Yes	No
Freestanding	Size	20-sf	½-sf ¹	1-sf ¹
	Maximum Height	6-ft	14-ft	6-ft
	Illumination	No	Yes ³	No
1. Size is determined per each linear foot of building frontage allocated to the establishment 2. Or ceiling height of the first floor, whichever is less, except in D, D-T and NMU-NAC where the sign may be above 14 feet as per Sec 7.2.3(a)4, Sec. 7.2.4 (c)2D, or Sec. 7.2.4(c)6C. 3. Illuminated freestanding signs are not permitted in NMU district. 4. No signs shall be permitted in the Urban Reserve District.				